

ADMINISTRATIVE - INTERNAL USE ONLY

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ORD-2872-74

27 June 1974

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel, ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-07 to GS-08

25X1A9a

1. This memorandum contains a recommendation for promotion of [REDACTED] from GS-07 to GS-08.

25X1A9a

2. [REDACTED] has been assigned the dual role of Secretary to the Chief, Management Staff/ORD, and Administrative Assistant to the Chief, Programs Staff/ORD, for the past year. The secretarial slot is a GS-07 senior secretarial position. The proposed Administrative Assistant position is a conservatively rated GS-08, which ORD is in the process of formally establishing in the ORD Table of Organization.

25X1A9a

3. During the past year, [REDACTED] has delegated 25X1A9a all of her secretarial duties to [REDACTED] Clerk Typist, GS-06, whom she supervises. [REDACTED] has 25X1A9a spent all of her time meeting the responsibilities of her duties related to PRB activities and the proposed planning assistant slot. Even though the position did not officially exist, it is most demanding, real, and fulfills an essential ORD need. She has served as recording secretary to the PRB and in that capacity composes, edits, and types summaries of the PRB proceedings. She has assisted the Chief, PS/ORD, in making abstracts from PRB records to be used in evaluating the ORD program and writing Office reports. She has provided administrative direction and leadership to ORD secretaries for the proper and timely preparation of cheques, Blue Books, Program Call, and special reports relating to ORD budget and program execution.

25X1A9a

4. During the ten years [REDACTED] has worked for ORD, she has gained a good level of understanding of the technical subject matter dealt with in ORD and has a natural ability to write. These characteristics, combined

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*Not approved
by ORD*

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25X1A9a [REDACTED] with her ability to serve as administrative assistant to the Chief, PS/ORD justify consideration for transferring [REDACTED] into a GS-08 professional slot with additional opportunity for promotion in the future.

5. In view of the performance and abilities 25X1A9a demonstrated by [REDACTED] it is requested that she be promoted from a GS-07 to GS-08.

25X1A9a
[REDACTED]

AC/MS/ORD/DD/S&T

RECOMMEND APPROVAL:

Chairman, Special Panel, ORD

Date

APPROVED:

Director of Research and Development

Date

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